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Developed by:.... GM
Reviewed by:LK; DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, URI VOTES
DIVISION: Academic Affairs (Engineering)
REPORTS TO: Director, URI VOTES
GRADE: 12
SUPERVISES: Professional, technical, and administrative staff

BASIC FUNCTION:

Build, analyze, and research the impact of utilizing engineering tools for the efficient execution of voter operations and election systems processes on the population of the State and/or communities, as well as other specific populations across the country.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitor and simulate the incidence, prevalence, and determinants of delays in the voting processes and prevention strategies.

Design and/or implement engineering tools to inform and mitigate process interventions.

Develop hypotheses to further understand the efficacy and efficiency of election systems, which affect the various states and county populations.

Analyze and interpret data relating to the voting operations and election systems status of the various states and county populations.

Conduct investigations to expand the elections systems database to allow for the availability of more precise, decision-making information.

Develop new proposals to solicit federal and other grants. Research, write, and review grant applications. Develop plans and strategies for procuring new funding resources.

Plan, coordinate, and direct the work of staff engaged in planning, coordinating, developing, and training-related programs.

Assist with academic writing, report writing, and various correspondence with partners such as election officials of states and counties.

Provide support for data collection during various elections.

Exercise independent judgment in the performance of work. Attend meetings and conferences.

Generate manuscripts and reports to document progress, results, and conformance to established policies, objectives, provisions of law, rules, and regulations.

OTHER DUTIES AND RESPONSIBILITIES:

Utilize data or other engineering tools to simulate and identify strategies for reducing the adverse effects of election systems in a population.

Establish procedures and standards for the evaluation of election-related programs with various stakeholders (i.e., election administrators, state and federal agencies, funders, affiliated organizations, election community partners, etc.)

Provide analytic and evaluation assistance to other state agencies, community partners, and stakeholders.

Represent the Director at meetings and conferences and present research outcomes.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software. Microsoft Office. Simulations.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Doctoral degree in Industrial and Systems Engineering; Demonstrated specialization or dissertation in election systems engineering, election administration and engineering, or related field; Minimum of two years' experience in an academic, research environment (i.e., applying descriptive and analytical human factors and operations research techniques, research and evaluation methodologies, national elections statistics and/or election data initiatives); Demonstrated knowledge of voting operations and election systems described in national documentation (i.e., Help America Vote Act, the United States Election Assistance Commission, etc.); Demonstrated experience with grant writing; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with Microsoft Office Suite; Demonstrated experience with simulations (i.e., Level II certification with SIMIO software, R, R Shiny, Prezi); Demonstrated ability to maintain confidentiality; Demonstrated ability to work collaboratively (i.e., with election administrators, granting agencies, etc.); and, Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.